

Arizona

School Emergency

Response Plan:

Minimum and Recommended Requirements



Prepared by

Arizona Department of Education

And

Arizona Division of Emergency Management

2003



State of Arizona

School Emergency Response Plan Requirements

Arizona Revised Statutes (ARS), 15-341 (A) (34) requires each school site to have an emergency response plan that meets the minimum state requirements. The Arizona Department of Education and the Arizona Division of Emergency Management are tasked to identify the minimum standards for school emergency response plans in Arizona.

This document provides the *required* elements that must be included in every schools' emergency response plan and the recommended elements for a more comprehensive plan. The standards are not a step-by-step guide for completing a comprehensive response plan, but rather the minimum of what to include in the plan.

A variety of resources, including guides, videos and trainings are available to schools to assist with the process of developing a comprehensive response plan that meets the individual needs of the school. It is highly recommended that districts and/or schools send their safe school teams to training to learn the process of plan development as well as how to identify hazards, plan to respond, cope with and recover from disaster. Additional information and resources for development and strengthening emergency response plans is available at the department of education web site. The resources available on this page include:

- Sample site and district plans
- Guides, forms and checklists
- Prevention/mitigation resources
- Response information and resources
- Recovery information and resources
- Terrorism information and resources
- Information and resources for parents
- Training opportunities
- Related Arizona laws
- Frequently asked questions

<http://www.ade.az.gov/health-safety/health/schoolsafety/plansresources.asp>

The emergency response plan is only one part of a school safety program. A comprehensive program includes research-based, effective prevention strategies, intervention activities, policies that are supported and consistently implemented by all administrators and staff, and the emergency response plan.

State of Arizona

School Emergency Response Plan Requirements

MINIMUM

INTRODUCTION:

- Table of contents
- Approval statement and dated signatures of principal and appropriate district official

PURPOSE:

- State the purpose of the emergency response plan

SITUATION:

- State the size and location of your facility in acres and the number, general size, and use of each of the buildings
- State the number of students and employees normally on hand, and any scheduled daily differences in population

RECOMMENDED

INTRODUCTION:

- Table of contents
- Approval statement and dated signatures of principal and appropriate district official

PURPOSE:

- State the purpose of the emergency response plan

SITUATION:

- State the size and location of your facility in acres and the number, general size, and use of each of the buildings
- State the number of students and employees normally on hand, and any scheduled daily differences in population
- Complete a hazard analysis of your school grounds and buildings, as well as the surrounding community, including natural and human related emergencies

State of Arizona

School Emergency Response Plan Requirements

MINIMUM

DIRECTION AND CONTROL:

- Create a management system which will include a chain of command and alternates to carry out the plan
- Designate a primary and alternate on-site Command Post
- Identify persons, by title and agency, who will be notified during an emergency
- Describe the warning signals or commands that alert staff and students to emergency responses
 1. Evacuation
 2. Reverse evacuation
 3. Drop, cover, hold
 4. Lockdown
 5. Shelter in place
- Designate a primary and alternate evacuation route and assembly area
- Describe how disabled and/or non-English-speaking children will be provided for

RECOMMENDED

DIRECTION AND CONTROL:

- Create an ICS (**Incident Command System**) for your site which will include a chain of command and alternates to implement and carry out the plan:
 1. Incident commander
 2. Public information officer
 3. Safety officer
 4. Liaison officer
 5. Operations
 6. Planning
 7. Finance/administration
 8. Logistics
- Designate a primary and alternate on-site Command Post
- Identify persons, by title and agency, who will be notified during an emergency
- Describe the warning signals or commands that alert staff and students to emergency responses
 1. Evacuation
 2. Reverse evacuation
 3. Drop, cover, hold
 4. Lockdown
 5. Shelter in place
- Designate a primary and alternate evacuation route and assembly area
- Designate off-site relocation site to the North, South, East, and West (and how students would be moved or transported)
- Describe how disabled and/or non-English speaking children will be provided for

State of Arizona

School Emergency Response Plan Requirements

MINIMUM

- Provide a resource inventory of emergency items available - communication equipment, first aid, medical, fire fighting equipment, lighting, etc.
- Post a Classroom Emergency Response Guide in each room or assembly area for student and staff
- Each school should have a battery powered radio in case of power failure
- Make provisions for off campus emergencies (field trip, bus)

PLAN DEVELOPMENT AND MAINTENANCE

- Provide an annual review of plan, attachments, responses, and needs, and update when necessary

RECOMMENDED

- Provide a resource inventory of emergency items available - communication equipment, first aid, medical, fire fighting equipment, lighting, etc.
- List agreements with voluntary organizations, government agencies, and private organizations that will assist the school/district during an emergency
- Develop Classroom Emergency Response Guides and post copies in each room or assembly area for student and staff
- Provide a battery powered radio in case of power failure
- Provide a weather alert radio in case of an impending weather related emergency
- Develop off campus emergency (field trip, bus) procedures
- Have a campus emergency kit available in the office
- Provide each classroom with an emergency kit

PLAN DEVELOPMENT AND MAINTENANCE

- Provide an annual review of plan, attachments, responses, and needs, and update when necessary
- Invite community, outside agencies (city, fire, police, emergency management) to assist in plan development, training exercises, and revision

State of Arizona

School Emergency Response Plan Requirements

MINIMUM

- Annually train staff regarding warning/ response signals, evacuation routes, assembly areas, emergency procedures, and chain of command
- Review current management system or **Incident Command System** **annually** with staff and train those who have assigned responsibilities
- Practice **annually** response drills with students
 1. Evacuation
 2. Reverse evacuation
 3. Drop, cover, hold
 4. Lockdown
 5. Shelter in place
- One school district employee will participate in training annually
- Overview of plan explained and distributed to parents
- Schools will send a copy of their plan to be on file in the district office

APPENDICES AND ATTACHMENTS

- Management system or **ICS** structure and responsibilities
- Student roster with parent phone numbers
- Master schedule
- Faculty/staff roster with emergency phone numbers

RECOMMENDED

- Conduct annual staff training regarding warning/ response signals, evacuation routes, assembly areas, emergency procedures, and chain of command
- Review **Incident Command System** **annually** with staff and train those who have assigned responsibilities
- Practice response drills **each semester** with students
 1. Evacuation
 2. Reverse evacuation
 3. Drop, cover, hold
 4. Lockdown
 5. Shelter in place
- School Safety Team will participate in annual training
- Overview of plan explained and distributed to parents
- Schools will send a copy of their plan to be included with the district wide plan
- Schools will complete an annual evaluation checklist of their plan

APPENDICES AND ATTACHMENTS

- **ICS** structure and responsibilities
- Student roster with parent phone numbers
- Master schedule
- Faculty/staff roster with emergency phone numbers

State of Arizona

School Emergency Response Plan Requirements

MINIMUM

- Community emergency numbers:
General emergency number - **911**
Ambulance
Poison Control Center
Local hospital
Police Dept/Sheriff/State Police
Fire Dept
- Map of evacuation route(s) and assembly areas, student release gate, command post(s)
- Site plan or blueprint of the facility and floor plan(s) of the building(s) showing location of water and gas shut off points, heat plants, boilers, generators, flammable liquid storage, other hazard materials storage, fire fighting equipment placement, first aid facilities, exits, etc.
- Lists with the name, title, address, telephone number, and organizational responsibilities for emergency operations
- Sample statements/letters for use in notifying faculty, students, parents, and media about emergency
- Student accountability/release forms

RECOMMENDED

- Community emergency numbers:
General emergency number - **911**
Ambulance
Poison Control Center
Local hospital
Police Dept/Sheriff/State Police
Fire Dept
- Map of evacuation route(s) and assembly areas, student release gate, command post(s)
- Site plan or blueprint of the facility and floor plan(s) of the building(s) showing location of water and gas shut off points, heat plants, boilers, generators, flammable liquid storage, other hazard materials storage, fire fighting equipment placement, first aid facilities, exits, etc.
- Map of the area showing areas that may have an emergency impact on the school including major highways, railways, airports, power transmission lines, generating stations, industrial complexes, bulk oil and gas storage, pipe lines, etc.
- Lists with the name, title, address, telephone number, and organizational responsibilities for emergency operations
- Sample statements/letters for use in notifying faculty, students, parents, and media about emergency
- Student accountability/release forms